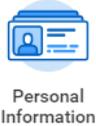


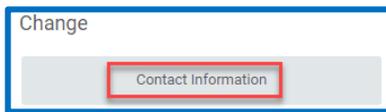
The Personal Information application on the Workday homepage provides employees with access view and update to their contact information, personal information, emergency contacts, legal name, preferred name, and business title. This job aid provides details on how to update your work contact information (e.g., work phone number).

## CHANGE YOUR WORK CONTACT INFORMATION

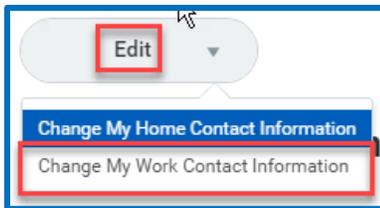
1. From the home page, click on **Personal Information** application.



2. Click on **Contact Information**.



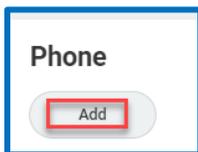
3. Click on the **Edit** button and select **Change My Work Contact Information**.



4. When the Change My Work Contact Information page displays, click on the **Pencil** icon to change your current Business phone types and numbers.



5. Or click **Add** in the Phone field to add your Business phone types and numbers



6. Update phone number information to all fields marked with a red asterisk (\*).

7. In the **Phone Type** field, select one of the **Work or Office-Main** Phone Types, and in the **Visibility** field, select **Public**.

The screenshot shows two parts of a form. On the left, the 'Phone Type' dropdown menu is open, showing options: 'Mobile - Work', 'Mobile - Work2', 'Office - Main', and 'Pager'. The 'Country Phone Code' dropdown is also open, showing 'United States of America (+1)'. On the right, the 'Visibility' dropdown menu is open, showing options: 'Public', 'Private', and 'Public' (highlighted in blue). The 'Phone Number' and 'Phone Extension' fields are empty.

8. Click on the **Check icon** to save the changes. If you need to add more than one phone type or number, you can go back to step 5 to add additional Business Phone types and numbers.

The screenshot shows a 'Phone' section with a 'Phone' label, a refresh icon, and a checkmark icon (highlighted with a red box).

9. Click **Submit** to complete the changes, **Save for Later** if you need to come back to the request to complete or **Cancel** to start over.

The screenshot shows three buttons: 'Submit' (highlighted in orange), 'Save for Later', and 'Cancel'.